

Mail To:
Department of Charitable Gaming
101 North 14th Street, 17th Floor
Richmond, VA 23219



FORM 302
ANNUAL SUPPLIER SALES &
TRANSACTION REPORT

REPORT YEAR

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF CHARITABLE GAMING
ANNUAL SUPPLIER SALES AND TRANSACTION REPORT**

General Instructions

1. Each supplier providing gaming supplies and equipment to organizations within the Commonwealth of Virginia is required to submit an Annual Report by March 1st for the preceding calendar year.
2. The Report must include all transactions during the report year (*i.e.*, all the items, supplies, equipment, goods or services given, provided, sold, returned, or rented).
3. Transactions to organizations with bingo operations and private social quarters must be separated into two accounts - (B) transactions for bingo operations and (S) transactions for private social quarters.
4. Serial numbers of instant bingo and pull tab deals, seal cards, and merchandise boards are not required with the Report, but must be retained and available when needed.
5. Please refer to the web site (www.dcg.virginia.gov) for the preferred format.

SUPPLIER INFORMATION

Company Name: _____ DCG No. _____

D/B/A: _____

Headquarters Address: _____

City: _____ State: _____ Zip: _____

Business Telephone: _____ E-Mail Address: _____

Contact Person Name: _____

Daytime Contact No: _____ Fax No: _____

ATTEST STATEMENT

(Complete and Sign)

I, _____, representing _____

Name Company

do hereby swear or affirm under the penalties of perjury as set forth in Section 18.2-434 of the Code of Virginia that the data, information, figures and statements shown in this report and on attached statements and in the files provided on computer disks with this report are correct to the best of my knowledge, information and belief.

Signature

Title

Date

ORGANIZATION INFORMATION

In accordance with Section 18.2-340.34 of the Charitable Gaming Statute, Code of Virginia, the following information is requested for all transactions of supplies, equipment, and service to each organization in the Commonwealth:

**Please provide the following transaction data information in columns on an Excel spreadsheet computer file.
Please use a separate column for each transaction data item.
An Example is located on our Web Site www.dcg.virginia.gov**

- A. Customer # - Number assigned by Supplier for this customer
- B. DCG# - Department of Charitable Gaming Number - If the organization does not have a current permit from the Department, the supplier is required to have on file a copy of the statement required by 11 VAC 15-31-20-(1)
- C. Name of Organization
- D. Address 1 - Physical Address of Supplier (Street Address)
- E. Address 2 - Mailing Address if different from Physical Address
- F. City
- G. State
- H. Zip Code
- I. Account Type **(B)** Bingo Operations or **(S)** Social Quarters Operations
- J. Invoice Number
- K. Invoice Date
- L. Invoice Total
- M. Invoice Line Amount
- N. Quantity Shipped - Number of units shipped
- O. Miscellaneous Supplies - Description of Miscellaneous Supplies, Goods or Services Given, Provided, Sold or Rented
- P. Equipment - Description of Equipment Given, Provided, Sold or Rented
- Q. Electronic Bingo - Price per Electronic Bingo Unit
- R. Bingo Paper - Description of Paper, Series #, Type, Color, Serial #, etc.
- S. Bingo Paper - Number of Sheets or Packs in a Unit
- T. Bingo Paper # On - Number of faces on a Sheet
- U. Bingo Paper # Up - Number of Sheets in a Pack
- V. Instant Bingo - Name of the Deal
- W. Instant Bingo - Form Number
- X. Instant Bingo - Ticket Price
- Y. Instant Bingo - Number of Tickets in a Deal
- Z. Instant Bingo - Number of Free Tickets in a Deal
- AA. Instant Bingo - Cash Take in for the Deal
- AB. Instant Bingo - Cash Payout for the Deal

CHECKLIST FOR THIS REPORT

1. Is the Department of Charitable Gaming number shown for each organization?
2. Are all transaction included for each organization?
3. Are credits, returns, and no charge items clearly identified on this report?
4. Are transactions to organizations with bingo operations and private social quarters separated into two accounts?
5. Is each transaction data item reported in a separate column? For instance, Item A data would be in Column A.
6. Are all computer discs included with the report? Use either 3 1/2 inch diskettes or data CD's.
7. Do the diskettes or CD's contain all transactions for the reporting period?
8. Are the diskettes or CD's Readable?
9. Has this report been signed by an authorized person?

[THE SUPPLIER TRANSACTION REPORTING FORMAT](#) IS ON OUR WEB SITE

www.dcg.virginia.gov